

SOLICITATION No. 663-S-14-005
U.S. Resident Hire USPSC
Climate and Water Advisor
USAID Addis Ababa, Ethiopia

- 1. SOLICITATION NUMBER:** 663-S-14-005
- 2. ISSUANCE DATE:** March 14, 2014
- 3. CLOSING DATE/TIME:** April 04, 2014
- 4. POSITION TITLE:** Climate and Water Advisor
- 5. MARKET VALUE:** The market value for this personal services contractor (PSC) is equivalent to a GS-11 level. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
- 6. PERIOD OF PERFORMANCE:** The PSC contract will be for two years, with the possibility of an annual extension. No PSC contract may exceed a five year period of performance.
- 7. PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia
- 8. DIRECT SUPERVISOR:** Senior Agricultural Policy Advisor
- 9. SECURITY ACCESS:** Employment authorization only
- 10. AREA OF CONSIDERATION:** U.S. citizens (as further defined in footnote no. 1¹) with a hiring consideration for eligible family members and U.S. staff adult family dependents under Chief of Mission authority.
- 11. JOB DESCRIPTION:** The Climate and Water Advisor provides technical expertise in climate change and water activities and carries out the following duties and responsibilities in order to achieve results, maximize the impact of scarce development resources, ensure prudent stewardship of USAID resources, and comply with applicable USAID policies and regulations.
- 12. DUTIES AND RESPONSIBILITIES:** The major duties and responsibilities inherent in the position include:
 - a. Ensure the mission technical offices prepare action plans based on Climate Change Adaptation (CCA) strategy: The mission CCA Strategy should serve as a guiding document in the planning

¹ Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

and implementation of Global Climate Change (GCC) activities and is linked to the Mission's Country Development Cooperation Strategy (CDCS) and its relevant associated initiatives, such as Feed the Future, the Global Health Initiative and the Mission's Annual Program Statement. The CWA will play a lead role in consulting with different offices in the Mission and coordinating climate focal persons in each office to follow the CCA strategy. The CWA will also work with GCC Core Group of the Mission to review action plans and GCC budget allocation based on the strategy.

- b. Coordinate technical offices and focal persons and work with the Mission Water Committee to allocate water money and guide water projects strategically: USAID Ethiopia receives and allocates water earmark and other funding for drinking water, sanitation, hygiene, productive use and mapping activities that are programmed and implemented across offices of the mission. Following a strategic approach will help to program and monitor the water earmark and other funding across the mission. The CWA will play a lead role in coordinating the review of projects to ensure relevance of activities and allocate water funds. The CWA will work closely with USAID Ethiopia Water Committee and technical staff to prepare action plans and follow up water funds allocation and utilization.
- c. Support in the initiation and design of new projects using CCA and water funding: The CWA will work with the design and activity management teams of technical offices to make sure new projects address water and GCC issues strategically and are aligned with the mission CDCS objectives, activities and indicators. The CWA will also coordinate and advise on the allocation of GCC and water money in relevant projects. The CWA will work with different technical offices in planning and implementation of activities using GCC and water resources.
- d. Develop an M&E system for the CCA and water strategies: The CWA will work with mission and EG&T M&E specialists and A/CORs and activity managers of existing and future projects to develop and incorporate climate and water activities into the mission's M&E systems as well as to monitor implementation of the CCA and Water Strategies. The CWA will help A/CORs, activity managers and implementing partners to manage the projects and document and/or share best practices on CCA and water within the existing portfolio which could be scaled up by the mission.
- e. Water mapping and drilling activities: The CWA will oversee the EG&T managed water activities of the mission. The CWA will work with staff from the State Department, USAID Ethiopia, USGS and other implementing partners to coordinate water exploration, hydrogeological assessment, and capacity building activities. The CWA facilitates information sharing meetings and ensure regular communications between the mission, USGS and other relevant partners. The CWA will make sure that adequate discussions and planning are made to implement ground water mapping leading to productive activities. The CWA will also oversee water construction and maintenance activities and supports to strengthen community water resources management.
- f. Project management: The CWA will work as an activity manager and/or contracting/agreement officer's representative (C/AOR) to oversee GCC and water projects. The mission puts funds to help the GOE explore water, do hydrogeological assessments and improve capacities in drought prone areas of Ethiopia. The mission also allocates funds in various projects having CCA activities. The CWA collects and organizes monitoring information during the implementation

of activities to ensure implementers deliver services and goods per the plan. The CWA reviews activity and financial reports coming from implementers on a regular basis and share such information with relevant offices in the mission.

- g. Relations and Contacts: The CWA will maintain regular relations with host government institutions such as the Federal Environmental Protection Authority, Ministry of Agriculture, and Ministry of Water and Energy as well as regional respective bureaus. The CWA will also be in regular contact with international organizations, non-governmental organizations and private sector working in climate change and water issues. The CWA represents the mission and the office in GCC and water coordination committee meetings at federal and regional levels. The CWA may represent USAID Ethiopia and EG&T office in negotiations and discussions with host government and other institutions on GCC and water issues.
- h. Capacity building: The CWA will organize and provide training(s) on climate change adaptation and water and sanitation mainstreaming to Mission staff and implementing partners. The training in CCA helps AOR/CORs of projects and implementing partners using GCC and water funds to provide supports, monitor activities and report results in accordance with CCA and water earmark guidelines.
- i. Other activities: The CWA will provide technical assistance on other USAID supported activities as required.

13. MINIMUM QUALIFICATIONS REQUIREMENTS

- a. **EDUCATION**: Bachelor's degree in climate/environment studies, agriculture, water and sanitation, law or related fields. (10%)
- b. **WORK EXPERIENCE**: Knowledge of climate change and/or water related program/project management is required. Six or more years of progressively responsible work in climate and water related projects are highly desirable. (30%)
- c. **LANGUAGE**: Level IV (fluent) in English required; native fluency in written and spoken English. (20%)
- d. **KNOWLEDGE, SKILLS, AND ABILITIES**: The CWA provides overall guidance to the Mission's Economic Growth and Transformation office in strategy, program and activity matters, and informs and oversees the design, implementation, and monitoring of climate change and water activities. S/he ensures the mission's CCA strategy is followed in the preparation of action plans with technical offices and managers of projects receiving CCA funds. The incumbent assists technical offices in the preparation of action plans of water activities based on the mission's Water Strategy or the mission Water Committee decisions. S/he oversees GCC and water earmarked resources allocation, utilization and reporting in consultation with budget and financial offices and focal persons. The incumbent interacts with Government of Ethiopia counterparts, implementing partners and other donors on issues related to GCC and water. The CWA participates in the initiation and design of new projects using CCA and water funding and develops an M&E system for the CCA and water strategies. S/he actively participates in the preparation of Operation Plan, Performance Plan and Report, Semi-Annual Reviews and other planning and reporting activities as required. (40%)

14. APPLYING:

All applicants must complete the [Universal Application for Employment \(DS-174\)](#). Interested individuals can obtain Application Form at the front gate of the US Embassy located at Entoto road between 7:30 AM and 5:00 PM.

Only applicants who meet or exceed the stated position requirements will be considered. All applicants must have the required work and/or residency permits to be eligible for consideration.

Application should be submitted to:

Points of Contact

Fekadu Tamirate

HR Specialist

USAID Ethiopia

Email: Ftamirate@usaid.gov and/or AddisHR@usaid.gov

Late applications will not be considered.